



Town of North Stonington  
Planning and Zoning Commission

## Home Occupation or Lodging Handout

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INSTRUCTIONS FOR COMPLETING AND FILING AN APPLICATION  
FOR A HOME OCCUPATION OR LODGING HOUSE SPECIAL PERMIT

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Dear Applicant:

Return the completed Application form along with a **Site Plan**, completed **Sign-Off Checklist**, and **fee** to the Planning & Zoning Office. After you have submitted your Application, you will be notified of the date of the Public Hearing. You are expected to attend the Public Hearing to verbally present your Application. At this meeting, the Commission and public are permitted to ask questions about your Application, and the public may make statements in favor of or in opposition to the Application. The Commission will then act by vote to approve or deny your Application.

If you are applying for a **Lodging House Special Permit**, your complete application must be reviewed by the Town Sanitarian and Fire Marshall, and written correspondence from those individuals indicating that the review was performed must be presented to the Commission during or before the Public Hearing.

Please prepare your **Site Plan** as follows in accordance with Section 704 and all other sections of the Zoning Regulations that may apply. Your Site Plan need not be prepared professionally, but it must contain a **Map** of your property, a **Floor Plan** of the building you will use for your Home Occupation, and a **Sign Sketch** that shows the design of your sign, if any.

All drawings must be

1. on 8 ½" x 11" or larger white paper (larger is preferred),
2. in ink or be a copy-machine reproduction, and
3. neatly drawn and to scale, with ruled lines and printed or typed labels and legends.

The MAP must contain the following information:

4. Your name, the property owner's name, and the property address,
5. The Tax Map Number and the Lot Number,
6. The names of abutting property owners at each boundary line and directly across the street from the property boundaries,
7. The name of the frontage road,
8. All property boundary lines with lengths indicated in feet,
9. Total acreage of the property.

*All of the above information can be obtained from the Assessor's Office.*

10. The location of all existing and proposed building, driveways, parking areas, and turn-around areas,
11. The location of fences, walls, large trees, shrubbery and other vegetation that will act as a buffer between your activity and your neighbors,
12. The location of the building where your activity will occur,
13. The location of your proposed sign. The sign must be at least 10 feet back from your front boundary line,
14. The words "Prepared By" followed by the preparer's signature and date.

The **FLOOR PLAN** must contain the following information:

15. Show all interior and exterior building walls to scale; and for Lodging Houses, the location of all stairways, doors, and windows leading to and from the rooms that are to be let,
16. For a Home Occupation, show the area (in square feet) of the residence and the area (in square feet) of the space or building in which the Home Occupation activity will occur,
17. Show all indoor storage areas, partitions, and other features to be installed or constructed. Outside storage of materials associated with a Home Occupation is prohibited.

The **SIGN SKETCH** must contain the following information:

18. Show the words on the sign and illustrate its design,
19. Show the height and width dimensions of the sign. The maximum size of a Home Occupation or Lodging House sign in all districts is 3 square feet. This sign may NOT be illuminated. Consult Section 900 of the Zoning Regulations for other restrictions on the design of signs.
20. Show the height of the top of the sign above the ground. The height may NOT exceed 10 feet in all districts.

**If you have any questions about your Application, please call the Planning and Zoning Commission Office at 535-2877, ext#26.**



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## Application for Special Permit

Application Number:

Receipt Date:

### Applicant Information:

Name:

Mailing Address:

Contact Info:

Phone:  Fax:  E-mail:

### Owner of Record:

Name:

Mailing Address:

Contact Info:

Phone:  Fax:  E-mail:

### Project Leader\*

Name:

Mailing Address:

Contact Info:

Phone:  Fax:  E-mail:

**Property Location:**

### Assessor Parcel Information:

Map:

Lot:

### Zoning District Of Property:

R40 - R60 - R80 - C - HC - I - OR

### Restrictive Overlay Area:

N/A - VP - AP - SU

### Table of Use Section of the Zoning Regulations:

Residential - Community Facility - Commercial - Agricultural - Industrial

### Specific Use as Listed in the Table of Use:

**Detail of Use Requested:**

The applicant and property owner above are applying for a Special Permit as specified above and in accordance with the Zoning Regulations of the Town of North Stonington.

Date

Signature (Applicant)

Date

Signature (Property Owner of Record)

\*The Project Leader is the primary contact for the town.